

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-181

POSITION TITLE/NUMBER: HR Assistant (Military) (Indefinite NTE 1 Year), 05-181, (PD No: NO398)

GRADE/PAY: GS-0203-07 \$34,149.00 - \$44,395.00 per annum

DUTY LOCATION: J1/VAPA, Fort Pickett, VA

OPENING DATE: 9 November 2005 **CLOSING DATE:** 23 November 2005 (1700 hrs)

EMPLOYMENT STATUS: Non-Dual Status (Competitive) Service Male/Female

WHO CAN APPLY:

This is a non-dual status (competitive) indefinite position and does not require National Guard membership. Applications will be accepted from all U.S. Citizens; no previous Federal service is required.

POINT OF CONTACT: COL Kimberly Dillon, (434) 298-6116

QUALIFICATION REQUIREMENTS:

SPECIALIZED - Work experience listed on the application must show at least one year equivalent to the GS-05 level of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION N0398: Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility, retirement eligibility, and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal or military member from active or inactive status). Researches and obtains all necessary relevant information regarding cases and issues provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Four (4) years of education above the high school level may be substituted for the required experience. Applicants must submit transcripts, diplomas or other forms of completion certificate to provide verification of courses.

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REMARKS: This position is being advertised as an indefinite appointment under NDS Appointment Authorities (Temp Emergency Need) to fill, for up to one year, positions in support of GWOT. The individual selected may be released at any time. This appointment is a temporary excepted appointment. As such, delegated examining processes or other competitive vacancy announcement procedures are not required when appointing candidates using these authorities.

Appointment will **not** be made permanent under any circumstances.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs/htm>. Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

TPVA 05-181

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer